

**Employer Survey Design Planning Report**  
**Skills Toward Employment and Productivity (STEP)**

**< Kosovo >**

**This Version: October 15, 2015**



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## **Introduction**

The Employer Survey Design and Planning Report is aimed at clarifying implementation procedures outlined in background documents provided by the STEP Team to the Survey Firm (e.g., Interviewer Manual).

Please fill out and read the whole document carefully. As it is based on the Terms of Reference and Technical Proposals submitted by the Survey Firm, it is a binding document on implementation procedures.

After ensuring that each section accurately reflects the implementation procedures, both Task Team Leaders and Project Managers are required to sign the document.

## **PART 1: World Bank Country Team**

### **1.1. Rationale for the STEP Survey**

1. Please provide a brief background of the country's involvement in the STEP survey.
  - a) Include, for example, a brief overview of the demand for skills in the country, the presence or absence of skill gaps and skill mismatches, reasons for participation, expected benefits for the country, etc.
  - b) Provide information on the country's involvement, if any, in previous surveys on skills.
2. Identify the sponsoring organization

### **1.2. Country-specific Survey Objectives**

1. Please provide a list of country-specific objectives
2. Please provide any relevant background and supporting rationale for the country-specific objectives

### 1.3. Employer Questionnaire

<i>Technical Standard</i>	<i>Description</i>	<i>Approved by the Core Team</i>
<b>1. Country-specific Questions</b> Each country is permitted to insert country-specific questions in the Employer Questionnaire. The questions and their placement must be confirmed with the STEP Core Team.	<i>Please list country-specific questions and placement in the questionnaire</i>	
<b>2. Random Selection of Employee Types for the Employer Questionnaire</b> Provide the firm with the share of the labor force in <COUNTRY> for each of the 10 listed categories of employees (Appendix 1). The random selection stickers in the Employer Questionnaire use these shares to generate employee types the Interviewer will ask specific questions about.	<i>Please provide the share of each Employee Type in the country's labor force</i>	

### 1.4. Fieldwork

<i>Technical Standard</i>	<i>Description</i>
<b>3. Advance Survey Information</b> Please describe briefly the initial method of approaching targeted employers.	<i>E.g., advance letter sent to firms, distribution of brochures presenting the Survey and its purpose, website</i>
<b>4. Respondent Incentive</b>	

<i>Technical Standard</i>	<i>Description</i>
If applicable, please describe the respondent incentive mechanism <i>The following should include information on the nature of the token, its cost, the criteria through which it will be given, monitoring/controlling procedures, and the overall cost.</i>	

### 1.5. Sample Frame and Benchmark Variable Counts

<i>Information Required</i>	<i>Information Provided (Type, Date, Source)</i>	<i>Approved by Sampler? Date</i>
<b>1. Sample Frame Counts</b> The World Bank Country Team Task Leader will provide the Sample Frame counts that correspond to the sample design units to the STEP Team for weighting. [Note: This information may have already been provided with the sampling information.]	<i>Sample frame used &amp; counts of survey units (by stratum if applicable).</i>	
<b>2. Benchmark Variable Counts (if applicable)</b> If the country requires the calculation of a benchmark weight then the World Bank Country Team Task Leader must specify the desired benchmark variables and provide the pertinent counts of the benchmark variable totals. In other words, if the basic population weights are to be adjusted to more recent known population totals (e.g., an updated Sample Frame) or more reliable known population totals from a source other than the Sample	<i>File Source of Benchmark Variable Counts</i>	

Frame (e.g., National Census of Enterprises), then the World Bank Country Team Task Leader will provide the pertinent counts of the benchmark variable totals.		
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## **PART 2: Survey Firm – Survey Instruments and Fieldwork**

### **2.1 Project Team**

Vlora Basha – Managing Director (as Survey Project Manager )

Visar Berisha – Managing Partner (as Fieldwork Coordinator/Expert)

Genc Krasniqi – Project Manager (as Statistical Expert)

#### **2.1.1 Qualifications and Expertise of the Survey Institute**

1. Identify the leading survey institute

Name	INDEX KOSOVA LLC.
When was the survey institute founded?	2002
Owner	Visar Berisha
Headquarters' address	Gazmend Zajmi 32A, 10000 Prishtina, Kosova
Contact information	Tel/fax: +381 38 247 977 , E-mail: <a href="mailto:office@indexkosova.com">office@indexkosova.com</a>

#### **2.1.2 Project Structure**

- Provide an overview of the management reporting structure.

The project will be managed by Survey Project Manager to whom the Field Coordinator/ Expert and the Statistical Expert will report.  
 Field Manager will report to the Field Coordinator/Expert  
 Regional Supervisors will report to the Field Manager  
 The Interviewers will report to the Regional Supervisors  
 Data entry operators will report to the Statistical Expert

## 2.2 Employer Survey Questionnaire

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
Each participating country will implement the Employer Questionnaire prescribed by the STEP Team.			
<b>1. Translation of the Employer Questionnaire</b> The Employer Questionnaire will be adapted to the country context in English and then translated based on guidelines provided by the STEP Team. These guidelines include: <ul style="list-style-type: none"> <li>▪ A translation by a qualified translator</li> <li>▪ The translation will be verified sentence-by-sentence, for linguistic correctness, equivalence to the master version and appropriateness.</li> <li>▪ The Survey Firm will submit questions randomly selected by the World Bank for verification by a World Bank-contracted translator</li> <li>▪ If the Employer Questionnaire is administered in several languages, the above procedure will be followed for the translation of the Employer Questionnaire in</li> </ul>	<i>Rexhep Krasniqi (English-Albanian)</i>	<i>Survey from Serbia to be adapted and used for interviews in Serbian language in Kosovo</i>	

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
each language			

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>2. Translation of all Survey Materials (with the exception of the questionnaire)</b> All Survey Materials will be translated based on guidelines provided by the STEP Team.  The Survey Materials include:	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ The Interviewer Manual, which will be translated by a qualified translator</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ The PowerPoint Presentations for the interviewers' training, which will be translated by a qualified translator</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ The Brochure presenting the STEP Survey, which will be translated by a qualified translator</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ If the Employer Questionnaire is administered in several languages, the Materials listed above will be translated as needed</li> </ul>	<i>Agreed</i>		

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>3. Pilot Survey</b> The Employer Questionnaire will be pre-tested as required by the STEP Team and as specified below:			
<ul style="list-style-type: none"> <li>▪ Finalized questionnaires will be tested in a pilot test of 6-10 firms</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ <i>Sample:</i></li> </ul>			
<ul style="list-style-type: none"> <li>- Number of firms</li> <li>- Small and large firms – <i>please specify how many of small and large firms</i></li> </ul>	<i>6 firms in total, varying from 6-28 employees</i>		
<ul style="list-style-type: none"> <li>- Various sectors – <i>please specify the sectors and the number of firms per sector</i></li> </ul>	<i>Accommodation and food service activities 1</i>  <i>Agriculture, forestry and fisheries 1</i>  <i>Processing industry (production) 1</i>  <i>Wholesale and retail market; vehicle repair</i>		

	<i>motorbikes and motorcycles 2</i> <i>Service, administrative and support related activities 1</i>		
- Various geographical areas – <i>please specify the areas and the number of firms per area</i>	<i>Prishtina 2, North Mitrovica 1, Ferizaj 1, Gracanica 1, and Lipjan 1</i>		
▪ The pilot test will be administered by the main trainer(s) for the interviewer training	<i>Visar Berisha</i>		
▪ Data collected during the Pilot Survey will be entered electronically and submitted to the STEP Team for review	<i>Agreed</i>		
▪ Submit a 5-10 page report to the WB including recommendations for any changes in implementation or questionnaire translation, etc	<i>Agreed</i>		

## 2.3 Fieldwork Teams

<i>Technical Standard / Required Information</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>1. Interviewer and Supervisor Hiring Plan</b>			
<ul style="list-style-type: none"> <li>▪ <b>Interviewers' Qualifications</b> Interviewers and Supervisors should at minimum be high school graduates</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ <b>Number of interviewers and Supervisors</b></li> </ul>			
Please indicate the number of interviewers and supervisors the Survey Firm intends to hire	<i>Supervisors 2 Interviewers 15</i>		
<ul style="list-style-type: none"> <li>▪ <b>Method of payment</b> Interviewers' remuneration must be independent of the number of completed interviews. In other words, interviewers must not be remunerated on a piece-meal basis.</li> </ul>	<i>Agreed</i>		
<b>2. Interviewer Training Plan</b>			
<ul style="list-style-type: none"> <li>▪ Training dates</li> </ul>	<i>28-30 October '15</i>		
<ul style="list-style-type: none"> <li>▪ Fieldwork must start within 4 days of finishing training</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ Location of the training Please note that the interviewers' training should take place in one single session and location</li> </ul>	<i>Index Kosova Offices</i>		
<ul style="list-style-type: none"> <li>▪ Training will be based on material provided by the STEP Team and translated by the Survey Firm</li> </ul>	<i>Agreed</i>		

<i>Technical Standard / Required Information</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<ul style="list-style-type: none"> <li>▪ Training will consist of 2 full days of in-class training, plus at least one practice interview in a workplace and a debriefing session</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>▪ Trainers               <ul style="list-style-type: none"> <li>- Head Trainer(s): Name(s), education level, and whether they attended the “Train the Trainer” videoconference session held from Washington DC</li> <li>- Assistant Trainers: Names, education level, and whether they attended the “Train the Trainer” videoconference session held from Washington DC</li> </ul> </li> </ul>	<i>Head Trainer</i> <i>Visar Berisha.</i> <i>-Master of Science in Public Policy and Management</i> <i>-Attended the training</i>  <i>Assistant trainer</i> <i>Vlora Berisha</i> <i>-Master of Research in Educational and Social Research Candidate</i> <i>-Attended the training</i>		



<i>Technical Standard / Required Information</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<ul style="list-style-type: none"> <li>Training Evaluation Report: the Survey Firm will send the STEP Team a one-page training report including the following information, within one week of the end of training: <ul style="list-style-type: none"> <li>List of trainees (names)</li> <li>List of selected interviewers</li> <li>List of selected supervisors</li> </ul> </li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>If the first reports from the fieldwork reveal a lack of understanding of some sections of the questionnaire, the firm will retrain all field staff on these sections</li> </ul>	<i>Agreed</i>		

## 2.4 Fieldwork

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>1. Data Collection</b>			
<ul style="list-style-type: none"> <li>Each component of the STEP Survey will be carried out by a personal visit using a Paper And Pencil Interview (PAPI) method.</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>In the event an interviewer's work is found to be questionable, the interviewer will be dismissed and all his/her interviews entirely redone.</li> </ul>	<i>Agreed</i>		

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<ul style="list-style-type: none"> <li>Please indicate the methods through which the staff will be communicating during fieldwork. E.g., scheduled daily/weekly telephone calls, e-mail of supervisors</li> </ul>	<i>Daily telephone calls</i>		

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>2. Fieldwork Supervision</b>			
<b>2.1 Regional Supervisors</b> <ul style="list-style-type: none"> <li>Each interviewer will report to a Regional Supervisor.</li> <li>Regional Supervisors' responsibilities include: <ul style="list-style-type: none"> <li>- Coordinating fieldwork in the assigned region</li> <li>- Full-time work with the interviewers and on-going monitoring of interviewers' work</li> <li>- Checking non-response, activation of reserves, problems encountered, and communicating regularly with the Field Manager</li> <li>- Submitting questionnaires and fieldwork tracking forms to Headquarters</li> </ul> </li> </ul>	<i>Agreed</i>		

<u>Quality control by Regional Supervisors:</u> <ul style="list-style-type: none"> <li>- At least one meeting per week with each interviewer to discuss progress and/or problems.</li> <li>- Random spot visits during interviewers' work to observe interviews. For each interview observed, provide a 1-page evaluation report</li> <li>- Follow-up of non-response cases and document all relevant information</li> <li>- Check each accepted questionnaire for completeness and accuracy before submitting to Headquarters</li> <li>- Interviewer visit verification: the Supervisor will revisit 15% of each interviewer's assigned firms. (Telephone calls are permitted for up to 1/3 of the revisits). The firms to revisit will be selected randomly by the Field Manager or Headquarters.</li> </ul>	<i>Agreed</i>		
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<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>2.2 Field Manager</b> <ul style="list-style-type: none"> <li>▪ The Field Manager is responsible for the entire fieldwork.</li> <li>▪ The Field Manager's responsibilities include: <ul style="list-style-type: none"> <li>- Set up the field structure and reporting structure with Regional Supervisors</li> </ul> <i>Please briefly explain the field reporting structure.</i> <ul style="list-style-type: none"> <li>- On-going monitoring of fieldwork, and reporting to Project Manager.</li> </ul> </li> </ul>	<i>Agreed</i>  <i>Regional supervisors will communicate with the field manager on a</i>		

	<i>daily basis and prepare reports and hand over questionnaires on a weekly basis</i>		
<u>Quality control by Field Manager</u> <ul style="list-style-type: none"> <li>- Frequent communication with Regional Supervisors to discuss progress and problems.</li> <li>- Provide support to resolve any questions on questionnaires, non-response, documentation or any other problems encountered by the interviewers in the field</li> <li>- Random spot visits the field to observe progress, and to participate in interview visit verification</li> <li>- The STEP Team may also ask to attend verification revisits, and randomly choose the firms to revisit</li> </ul>	<i>Agreed</i>		

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>3. Activating Reserve Samples</b>			
<ul style="list-style-type: none"> <li>▪ Interviewers should make every attempt to interview all firms on their lists, if necessary repeating visits to the same company.</li> <li>▪ Supervisors should provide support, and should visit firms that have refused to take part in the Survey, to try to convince them to cooperate</li> </ul>	<i>Agreed</i>		

<ul style="list-style-type: none"> <li>▪ The following steps will be followed if the firm requires replacements in order to complete the targeted number of interviews: <ul style="list-style-type: none"> <li>i. The Survey Firm completes the original sample, making every effort to interview each firm on the list. At the end of interviewing all the originally sampled list of [300-1000] firms, the Survey Firm will submit the list of completed firms, the data from these firms, and the questionnaires to the STEP Team.</li> <li>ii. For any firm for which an interview was not completed, the survey firm must provide a complete account of the reasons, i.e., refusal, shut down, moved, could not be located, etc., as well as other information that it may have retrieved about the firm (such as number of employees, if part of larger firm, type of ownership, etc).</li> <li>iii. Detailed records of attempts made, and all circumstances must be kept for all non-interviews of originally selected firms.</li> <li>iv. The Survey Firm will use the reserve list when replacements are needed.</li> <li>v. Firms must be taken in order from the list, starting with the first firm in an applicable stratum. Again, if for any firm on that list, an interview was attempted and could not be completed, all information must be recorded on a tracking form.</li> </ul> </li> </ul>			
	<i>Agreed</i>		
	<i>Agreed</i>		
	<i>Agreed</i>		

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
vi. If the Survey Firm does not complete the targeted number of interviews after having gone through the original sample list and the reserve list, options will have to be discussed with the STEP Team.	<i>Agreed</i>		

vii. If the World Bank team validates the work carried out on the first two lists, it may provide a second reserve list.			
viii. This last step may be repeated if necessary, until the correct number of firms is interviewed.			

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>4. Minimizing Non-Response Rates</b>			
<ul style="list-style-type: none"> <li>▪ PARTICULAR ATTENTION WILL BE PROVIDED BY THE FIELD TEAMS TO MINIMIZE NON-RESPONSE RATES</li> <li>▪ Please describe the Survey Firm's strategy to reduce non-response rates. In particular: <ul style="list-style-type: none"> <li>i. Flexible scheduling times for the interviews</li> <li>ii. Prior contact strategy</li> <li>iii. Introduction letter from the World Bank and relevant government ministries</li> <li>iv. Incentives, if any</li> <li>v. If the interviewer is unable to gain the cooperation of a selected firm, the case will be referred to the interviewer's supervisor who will attempt to convert such cases to completed interviews.</li> </ul> </li> </ul>	<p><i>We will use all proposed strategies except for incentives. More specifically the field team will be flexible with scheduling; it will use an introduction letter from the World bank in order to reach the companies easier. The</i></p>		

	<p><i>interviewers will wear a company badge with a picture. Furthermore, all Index Kosova interviewers, among other issues, are trained to approach and treat the respondent with the following principles:</i></p> <p><i>A) Be Neutral.</i></p> <p><i>B) Be Confident</i></p> <p><i>C) Be Impartial.</i></p> <p><i>D) Be Causal.</i></p>		
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	<p><i>E) Be Conversational and Friendly:</i></p> <p><i>The standard Interviewer Manual of the company, which is handed to all interviewers, among other details, also contains a specific section on interviewer conduct “What should you do and what should not be done”, which mainly aims at minimizing non-response rates.</i></p> <p><i>More information on</i></p>		
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	<i>this can be found on the technical report</i>		
<ul style="list-style-type: none"> <li>Non-Response Bias Assessment Each participating country is responsible for assessing the bias due to non-response and reporting the findings to the STEP Team who will decide whether an asterisk/footnote will accompany the country's survey results in the STEP international survey publications. (See additional information in section 3.3) Therefore, it is critically important to make every effort to minimize the non-response rate and the resulting potential bias.</li> </ul>	<i>Agreed</i>		

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>5. Fieldwork Monitoring by the STEP Team</b>			
<ul style="list-style-type: none"> <li><b>Weekly Update</b> <ul style="list-style-type: none"> <li>The Survey Firm will provide weekly updates to the STEP Team on fieldwork progress</li> </ul> </li> </ul>	<i>Agreed</i>		
<p>The Weekly Updates will include:</p> <ul style="list-style-type: none"> <li>The number of firms visited by firm size, sector, and geographic area</li> <li>The number of refusals by firm size, sector, and geographic area</li> <li>Particular attention will be given to the monitoring of progress towards the sample size goals and non-response rates.</li> </ul>	<i>Agreed</i>		

## 2.5 Data Processing

<i>Technical Standard / Required Information</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>1. Data Capture and Verification Plan</b> <b>a. Data Entry</b> <ul style="list-style-type: none"> <li>Each country's STEP data file will be created according to the Variable Convention provided by the STEP Team</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>The Survey Firm may use its own Data Entry Program to capture the data electronically</li> <li>The Data Entry Program must be sent to the STEP Team no later than 2 weeks before the start of fieldwork</li> <li>The Data Entry Program used by the Survey Firm must strictly conform with the Variable Convention provided by the STEP Team</li> </ul>	<i>SPSS/PC+ Data Entry II</i>		
<ul style="list-style-type: none"> <li><b>Training of the Data Entry persons</b> They should participate in the interviewer training because a thorough knowledge of the Questionnaire will be valuable to their work</li> </ul>	<i>Agreed</i>		
<ul style="list-style-type: none"> <li>Please provide the name of the person responsible for Data Entry and Management as well as the number of people assigned to Data Entry</li> </ul>	<i>Genc Krasniqi</i>  <i>5 data entry clerks</i>		
<b>b. Data Capture Verification</b> <ul style="list-style-type: none"> <li>Data capture of the Employer Questionnaire will be entirely verified through double data entry</li> <li>Two different operators will carry out the double data entry</li> </ul>	<i>Agreed</i>		

<i>Technical Standard / Required Information</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<ul style="list-style-type: none"> <li>▪ The Survey Firm will indicate how any differences will be reconciled</li> <li>▪ The data entry will start no longer than 5 days after the start of the fieldwork, so that information from the data entry can inform the process of the survey</li> <li>▪ The country is expected to transmit the first week of data within two weeks of the start of the fieldwork</li> </ul>			
<b>2. Tracking Respondents' Sample Identification Number</b> <ul style="list-style-type: none"> <li>▪ Each Employer who completes the questionnaire should have a unique code for data entry.</li> <li>▪ Each interviewer, supervisor and data entry person should also have a unique code that should be recorded for all questionnaires.</li> <li>▪ A field for recording the respondent's Sample Identification Number is required on all survey instruments and any pertinent supplementary material.</li> </ul>	<i>Agreed</i>		

<i>Technical Standard / Required Information</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Core Team</i>
<b>3. Plan for Coding of the Employer Questionnaire</b> <ul style="list-style-type: none"> <li>▪ Coding will be undertaken by at least one Coder working at the Head Office <i>Please provide the name of the Head Coder and Assistant Coders if any</i></li> <li>▪ Pre-coded response categories from the Employer Questionnaire will follow the Variable Convention provided by the STEP Team</li> </ul>	<i>Head Coder: Filiz Gjini</i>		

<ul style="list-style-type: none"> <li>▪ The following codebooks will be used to code education, occupation, and industry information from the Employer Questionnaire:             <ul style="list-style-type: none"> <li>- ‘2008 International Technical Standard Classification of Education (ISCED)’ will be used to code the education variable, i.e., ‘highest level of education’</li> <li>- ‘International Technical Standard Industrial Classification of All Economic Activities, Third Revision’ will be used to code the industry variable.</li> </ul> </li> </ul>			
<p><b>4. Submission of the Employer Questionnaire data to the World Bank</b></p> <ul style="list-style-type: none"> <li>▪ Each country will submit the Employer Questionnaire data to the World Bank</li> <li>▪ The edited data file should be free from errors and conform to the Variable Convention</li> <li>▪ The final clean data file must include:             <ul style="list-style-type: none"> <li>- one sample record for each sampled case (i.e., both initial and reserve sample)</li> <li>- a response code (e.g. complete, refusal, ineligible, other non-response, unused reserve sample) for each sampled case.</li> </ul> </li> </ul>	<i>Agreed</i>		

## 2.6 Confidentiality

<i>Information Required</i>	<i>Description</i>
<b>1. Country's Data Confidentiality Requirements</b> The Survey Firm will advise the STEP Team of its country's confidentiality rules regarding the handling and sharing of respondent's data.	<i>We propose to take into consideration the LAW NO.03/L – 172 ON THE PROTECTION OF PERSONAL DATA and the ICC/ESOMAR INTERNATIONAL CODE ON MARKET AND SOCIAL RESEARCH.</i>

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>
<b>2. Steps to Ensure Data Confidentiality</b> <ul style="list-style-type: none"> <li>▪ The survey instruments, the sampling, and the information gathered by the field workers cannot be used for personal or professional goals by the local consultant firm, field workers or the coordinator and advisor without prior request and approval by the World Bank. The data collected is completely confidential and shall not be revealed to any source by the Survey Firm. The ownership of any information and data belongs to the World Bank.</li> <li>▪ All interviewers, data entry, coders and supervisory staff must sign affidavits of confidentiality and non-disclosure for the survey activities.</li> </ul>	<i>Agreed</i>
<ul style="list-style-type: none"> <li>▪ Each country will submit the data file to the World Bank STEP team (regional team and core team). Data release beyond the World Bank teams may not be done until 6 months after the submission of the final data files.</li> </ul>	<i>Agreed</i>

## 2.7 Quality Assurance

<i>Standard</i>	<i>Agreed</i>
<b>1. Quality Assurance</b> <ul style="list-style-type: none"> <li>▪ Quality assurance will be addressed at all stages of the STEP Survey. Many of the steps to ensure quality are outlined in earlier sections of this document. The following sections summarize the quality assurance measures to be implemented during the STEP.</li> </ul>	<i>Agreed</i>
<b>2. Team Composition</b> <ul style="list-style-type: none"> <li>▪ The following key persons on the STEP project team are committed to the project for the duration of the pilot and main surveys:               <ol style="list-style-type: none"> <li>1. Name of National Project Manager</li> <li>2. Name of Senior Survey Methodologist</li> <li>3. Name of the Data Collection Manager/ Field Manager</li> <li>4. Name of the Data Processing Manager</li> </ol> </li> </ul>	<i>Agreed</i>
<b>3. Expert Meetings</b> <p>The National Project Manager is committed to attending the international meetings deemed necessary by the STEP Team. Similarly, other team members will participate in the international meetings when requested by the STEP Team.</p>	<i>Agreed</i>
<b>4. Response Rate</b> <ol style="list-style-type: none"> <li>a) Survey responses will be monitored throughout the data collection activity,</li> <li>b) The development and implementation of a contact strategy and a strategy to minimize non-response (described earlier in this report) are instrumental in assuring data quality.</li> </ol>	<i>Agreed</i>
<b>5. Data Processing</b> <p>The following quality assurance procedures are planned:</p> <ol style="list-style-type: none"> <li>a) Test of the data capture system</li> <li>b) 100% verification the captured data</li> <li>c) Creation of the STEP International Data File according to the Variable Convention specifications provided by the STEP Team</li> <li>d) Data editing</li> </ol>	<i>Agreed</i>

**2.8 Schedule**

<b>Activity</b>	<b>Month</b>
Definition of final sample frame	July -August
Translation of questionnaire	August 4-8
Translation of interviewer manual	August 4-8
Translation of training slides and materials	August 4-8
Pilot test of 10 firms	August 24-29
Submission of report summarizing the results of the pilot test	September 04
Translation of adjustments to questionnaires	September 8-11
Adjustment to interviewer manual	September 8-11
Translation of adjustments to interviewer manuals	September 8-11
Interviewer training – 4 full days	October 28-30
Field work begins (or sooner : immediately after interviewer training)	November 02
Data Processing	Nov, Dec
Submission of final reports and databases	Dec 15-30

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## 2.9 Budget

3

Names	Position	Number of days	Daily Fees	Total
Vlora Basha	Project Manager	60		
Visar Berisha	FieldworkCoordinator/ExpertStatistical Expert	30		
Genc Krasniqi	Field Manager	10		
ImerMuzhaku	Research Assistant	20		
Granita Basha		30		
Supervisors	7 Supervisors	15		
Interviewers	30 Interviewers	15		
Data operators	5 Data entry operators	15		
TOTAL				



Item No.	Description	Quantity	Unit Price	Total Amount
1	International travel:			
2	- Airfare			
3	- Hotel			
4	- Meals and Incidentals			
5	Local Travel:			
6	- Ground transportation			
	- Other local travel cost			
	Communication Expenses	1		
	Other Direct Expenses			
	- Printing	1		
		1		
	TOTAL			

## PART 3: Survey Firm – Sampling and Weighting

### 3.1. Target Population

<i>Technical Standard</i>	<i>Definition</i>	<i>Approved by the Core Team and the Sampler</i>
<b>Target Population</b> <i>Example:</i> The target population is all non-government enterprise workplaces in the urban regions of Kosovo.	<i>The target population is all enterprise workplaces in urban and rural regions of Kosovo.</i>	
<ul style="list-style-type: none"> <li>The survey unit is the Workplace, i.e., a place, such as an office or factory, where people are employed.  <i>Note:</i> a firm may have several workplaces</li> </ul>		
<ul style="list-style-type: none"> <li>The Survey Firm will conduct interviews in Workplaces varying in size. Please describe the criteria used to define “small” and “large” Workplaces (e.g., workforce size)</li> </ul>	<i>We propose to use the following size definition:</i>  <i>5-9 employees</i> <i>10-15 employees</i> <i>16-50 employees</i> <i>50+ employees</i>	
<ul style="list-style-type: none"> <li>Sectors / Industries selected</li> </ul>	<i>All sectors and industries</i>	
<ul style="list-style-type: none"> <li>Geographic areas</li> </ul>	<i>Distribution of businesses will be by region and municipality strata. The sample is stratified per regions,</i>	

	<i>which is as follows: Prishtina Municipality, Other Municipalities</i>	
▪ Other features of the Target Population	<i>N/A</i>	
▪ Exclusions from the Target Population	<i>Micro business with less than 5 employees will be excluded</i>	

### 3.2. Sample Size

<i>Technical Standard/Information Required</i>	<i>Definition</i>	<i>Approved by the Sampler? Date</i>
A minimum of [500] interviews must be submitted to the STEP Team.	<i>Agreed</i>	
Please provide the country's sample size goal.	<i>500</i>	

<i>Information Required</i>	<i>Sample Size and Assumptions</i>	<i>Approved by the Sampler? Date</i>
<b>Sample Size</b>		
a. Provide the country's <b>final sample size goal</b> by sample design variable E.g. by strata, by PSU, etc <u>Minimum Sample Size:</u> [500] firms	<i>500</i>	

b. Provide the country's overall <b>initial sample size</b> , including the <b>size of the reserve sample</b> by sample design variable E.g. by strata, by PSU, etc	1459	
c. <b>Assumptions:</b> Describe the basis for the size of the reserve sample E.g. expected non-response rate	The reserve sample of 959 is believed to be sufficient to achieve a final sample of 500 firms, due to the expected non-response rate.	

### 3.3. Response Rate Goal and Non-Response Bias Assessment

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Sampler? Date</i>
The response rate goal is to obtain an interview from at least 70% of the sampled firms.		50%	

<i>Information required</i>	<i>Proposed Plan to Assess Non-response Bias</i>	<i>Approved by Sampler? Date</i>
<b>Non-response Bias Assessment</b> a) Each participating country will carry out an assessment of the bias due to non-response and report the findings to the STEP Team who will decide whether an asterisk/footnote will accompany the country's survey results in	Agreed Plan to be provided in case of occurrence.	

<p>the STEP international survey publications.</p> <p>b) Results from countries with response rates below 50% will not be published unless the country can provide the STEP Team with evidence that the potential bias introduced by the low response rates is unlikely to be greater than the bias associated with response rates above 70%.</p>		
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<i>Information required</i>	<i>Proposed Plan to Assess Non-response Bias</i>	<i>Approved by Sampler?  Date</i>
<p>c) If a country attains less than a 50% response rate, it will conduct an extensive non-response bias analysis. Once this requirement is fulfilled to the satisfaction of the STEP Team, the country's survey results may be included in the STEP international survey publications with asterisks and footnotes as appropriate.</p> <p>The extensive non-response bias analysis should include more than one type of analysis of the non-respondents. Some possible non-response analyses include:</p> <ul style="list-style-type: none"> <li>- A non-response follow-up study. Such a study requires following up with a set of non-respondents and then comparing the characteristics of the follow-up respondents to those of the original set of respondents to assess non-response bias. A possible non-response follow-up procedure is to ask non-respondents a brief set of questions related to background questionnaire items.</li> <li>- A comparison of sample counts of key respondent variables to</li> </ul>		

<ul style="list-style-type: none"> <li>- external totals from a reliable source;</li> <li>- A comparison of respondents and non-respondents on auxiliary Sample Frame variables;</li> <li>- A comparison of response rates by industry subgroup;</li> <li>- A comparison of estimates before and after weighting adjustments;</li> <li>- A comparison of “late” or “hard-to-contact” or “non-cooperative” respondents to “early” or “easy-to-contact” or “cooperative” respondents;</li> <li>- Calculation of the range of potential bias.</li> </ul>		
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### 3.4. Sample Frame

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Sampler? Date</i>
<b>Definition</b> The Sample Frame is the list of firms from which the STEP sample will be selected. It defines the coverage of the targeted firms and provides the means to identify and locate selected workplaces.	<i>Agreed</i>		
The Sample Frame should provide coverage of the targeted firms so that the number of unique, in-scope survey units on the Sample Frame comprises at least 95% of the targeted firms. It should be complete, accurate and up-to-date.	<i>Agreed</i>		

Information Required	Information Provided (Type, Date, Source)	Approved by Sampler? Date																														
<b>1. Frame type</b> The Sample Frame may be a list of workplaces from the STEP Household Survey or another firm registry.	Frame provided as per our specific requirements and instruction from the Kosovo Agency of Statistics																															
<b>2. If the Sample Frame isn’t provided by the STEP Household Survey, please detail the frame fully, including:</b>																																
a) Source of the frame E.g., 2010 Firm Registry	Kosovo Agency of Statistics 2015 firm registry																															
b) Definition of survey units of the frame for each stage of sampling	Could you please specify further this point, we are not sure we understand this?																															
c) Data items on the frame for each stage of sampling E.g., name, address, firm size, etc.	Business name, municipality, business registration number, address, contact person, telephone number, economic activity (NACE), number of employees																															
d) Identify the variables to be used for stratification if applicable	Municipality, number of employees																															
e) Provide survey frame counts by stratum and type of survey unit as applicable to the sample design E.g., number of firms by size category, number of firms by industry, etc.	<table><tr><td></td><td colspan="5">Number of employees</td></tr><tr><td>Municipality</td><td>5-9</td><td>10-15</td><td>16-50</td><td>50+</td><td>Ttl</td></tr><tr><td>Prishtina</td><td>180</td><td>180</td><td>180</td><td>154</td><td>649</td></tr><tr><td>Other</td><td>228</td><td>169</td><td>171</td><td>158</td><td>765</td></tr><tr><td>Total</td><td>408</td><td>349</td><td>351</td><td>312</td><td>1,420</td></tr></table>		Number of employees					Municipality	5-9	10-15	16-50	50+	Ttl	Prishtina	180	180	180	154	649	Other	228	169	171	158	765	Total	408	349	351	312	1,420	
	Number of employees																															
Municipality	5-9	10-15	16-50	50+	Ttl																											
Prishtina	180	180	180	154	649																											
Other	228	169	171	158	765																											
Total	408	349	351	312	1,420																											

f) Quality assurance procedures i.e., assessment of quality of the frame information i. Provide any information regarding known frame issues, e.g., under-coverage of firms, up-to-date, duplication, etc. ii. Explain any steps taken to ensure that the frame is complete and up-to-date.	<i>The sample has been acquired from the Kosovo Agency of Statistics which entity gathers' information about active businesses from the Kosovo tax administration which are updated based on the tax payments these firms do, and are verified in cooperation with the database from the Ministry of Trade and Industry.</i>	
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### 3.5. Sample Design

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Sampler? Date</i>
<b>1. If the country opts for the Sample Frame provided by the STEP Household Survey</b> <ul style="list-style-type: none"> <li>The World Bank will provide a list of sampled firms to the survey organization. The sampled firms will have been randomly chosen, with a probability proportional to the number of employees in the firm, from the list of all firms named as workplaces by individuals in the STEP Household Survey.</li> <li>A separate list of reserve firms will be provided along with the list of initially sampled firms. The number of reserves will amount to at least 100% of the number of firms on the original list.</li> <li>These lists will contain information on:             <ul style="list-style-type: none"> <li>the name,</li> </ul> </li> </ul>		<i>Due to postponement of the STEP Household Survey, the frame from the Kosovo Agency of Statistics will be used.</i>	



Technical Standard	Agreed by the Survey Firm	Deviation Requested from the Technical Standard	Approved by the Sampler? Date																		
<ul style="list-style-type: none"><li>- address or approximate location,</li><li>- phone number,</li><li>- size,</li><li>- and activity (industry or sector) of the firm.</li></ul> <ul style="list-style-type: none"><li>▪ No other list should be used to include firms in the sample. It will be the responsibility of the Survey Firm to contact the employers on the list and persuade them to provide information for the project.</li><li>▪ Prior to the fieldwork, it would be useful if the survey firm could obtain any firm registries or other comprehensive databases on firms, which are commonly compiled by National Statistical Offices and other government agencies (and which in many countries are publicly available and frequently obtainable). These may help to facilitate contacts with the firms.</li></ul>																					
<p><b>2. If the country opts for another Sample Frame</b></p> <p><u>Preferred Sample Design</u></p> <p><u>First stage:</u> Firms will be selected with probability proportional to size from the Sample Frame. The preferred measure of size is the number of Enterprises in the following employee size categories:</p> <table><tr><th>Size Category</th><th>Number of Employees</th></tr><tr><td>1</td><td>1 to 10</td></tr><tr><td>2</td><td>11 to 50</td></tr><tr><td>3</td><td>51 or more</td></tr></table> <p>If a firm has only one workplace then no further sampling is required.</p>	Size Category	Number of Employees	1	1 to 10	2	11 to 50	3	51 or more		<p><i>Below is the proposal to be used in terms of number of employees.</i></p> <table><tr><th>Size Category</th><th>Number of Employees</th></tr><tr><td>1</td><td>5 to 9</td></tr><tr><td>2</td><td>10 to 15</td></tr><tr><td>3</td><td>16 to 50</td></tr><tr><td>4</td><td>50 or more</td></tr></table>	Size Category	Number of Employees	1	5 to 9	2	10 to 15	3	16 to 50	4	50 or more	
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4	50 or more																				

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Sampler? Date</i>
<p><u>Second stage</u>: A second stage of sampling is necessary for firms that have more than one workplace location, e.g., chain location or branch location. For such firms, one or more workplaces must be randomly selected. For each selected firm with more than one workplace, the suggested sampling approach is to select x% of the establishment workplaces, where x% is equivalent to the proportion of firms that are selected in the registry.</p> <p>For example, if a country's sample frame includes 20,000 firms and the sample goal is 500 complete interviews then</p> $x\% = \frac{500}{20000} = 2.5\%$ <p>In this case, for each selected firm that has more than one workplace location, 2.5% of the workplace locations would be randomly selected – one workplace location would be selected if 2.5% of the number of workplace locations is less than one.</p> <p><u>Reserve Sample</u></p> <p>In addition to the initial sample, a reserve sample of at least 100% extra firms must be selected to allow for a 50% non-response rate. For example, if a country's sample goal is 500 complete interviews then a reserve sample of 500 firms should also be selected to allow for up to 50% non-response cases. Thus the total selected sample would be 1000 firms.</p>		<p><i>This is not applicable in our case as the databases do not have information on whether companies have more than one workplace.</i></p>	

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Sampler? Date</i>
<p><b>Note:</b> If a country expects less than a 50% response rate then the size of the selected sample should be adjusted to allow for the expected response rate. For example, if a country expects a 40% response rate then with a sample goal of 500 complete interviews the total selected sample including the reserve sample would be calculated as follows,</p> $\text{Total Sample} = \frac{\text{Sample Goal}}{\text{Expected Response Rate}} = \frac{500}{0.4} = 1250$ <p>In this example, the total selected sample of 1,250 includes an initial sample of 500 and a reserve sample of 750.</p> <p>Please describe the country's sampling plan.</p>	<p>The country's sample plan is as follows: Information about businesses provided from the Kosovo Agency of Statistics will be used to compile the frame. The frame consist of businesses with 5+ employees and will be divided into two sub-frames where one sub-frame represents Prishtina municipality businesses and the other sub-frame represents businesses of all other municipalities. Within a sub-frame there will be 4 divisions. 5-9 employees, 10-15</p>		

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Sampler? Date</i>
	<p>employees, 16-50 employees and 50+ employees. The data will be randomized and a main sample (500 businesses) and a reserve sample (959 businesses) will be prepared to be used for the purpose of survey. Each business selected will be presented with the following information:</p> <p>Business name, municipality, business registration number, address, contact person, telephone number, economic activity (NACE) number of employees</p>		

### 3.6. Weighting

<i>Technical Standard</i>	<i>Agreed by the Survey Firm</i>	<i>Deviation Requested from the Technical Standard</i>	<i>Approved by the Sampler? Date</i>
<b>1. Weighting Procedures</b> <ol style="list-style-type: none"> <li>The weighting of each country's clean data file will be carried out by the STEP Team.</li> <li>The weighting of the respondent records will be consistent with the &lt;KOSOVO&gt; probability sample design.</li> <li>Survey weights will be calculated from the clean sample file (i.e., the file resulting from the editing process). The survey weights will be appended to each respondent record on the clean survey file.</li> <li>The following weights will comprise part of each respondent record: <ul style="list-style-type: none"> <li>Theoretical or sample design weight - the inverse of the probability of selection at the sample selection stage;</li> <li>Population weight - non-response adjusted sample design weight;</li> <li>Benchmark weight (applicable if there are more recent known population totals or there are more reliable known population totals from a source other than the Sample Frame) - the weight resulting from the adjustment of the survey results to known population totals.</li> </ul> </li> </ol>	<i>Agreed</i>		

#### **PART 4: Project Implementation Report**

This section will be filled out by the Survey Firm **after fieldwork**. The STEP Consortium will share an outline with contents and details after receiving a complete version of parts 1 to 3.

## Appendix

### Appendix 1. Occupation Classification

1	<b><u>Managers:</u></b>
	Chief executives, senior officials and legislators
	Traditional chiefs and heads of villages
	Managing directors, administrative and commerce managers
	Business services and administration managers such as Finance managers, Human resource managers, advertising and public relations managers
	Sales managers, production managers in agriculture, mining, construction
2	Specialized services managers, such as managers in health services, hotels, retail or wholesale, sports center managers.
	<b><u>Professionals</u></b>
	Science professionals such as physicists, astronomers, chemists, geologists, biologists, farming or fisheries advisers, environmental protection professionals
	Mathematicians, actuaries and statisticians
	Engineering professionals, in industrial, mining, construction, etc:
	Architects, planners, surveyors and designers
	Health professionals such as doctors, nurses, midwives, veterinarians, dentists, physiotherapists, dietitians
	Teaching professionals - all teachers
	Business and administration professionals, accountants, financial advisors
	Administration professionals, sales and marketing, public relations professionals:
	Information and communications technology professionals, such as software developers, programmers, web developers.
	Legal professionals such as lawyers and judges
	Librarians, archivists and curators
	Social and religious professionals such as economists, sociologists, authors, social workers, religious professionals, translators
	Creative and performing artists, such as dancers, actors, radio announcers, musicians

3	<b><u>Technicians and associate professionals</u></b>
	Science and engineering associate professionals, such as engineering technicians, electrical engineering technicians, mining and metallurgical technicians, power plant operators, incinerator operator, mining supervisors, construction supervisors, draughts persons
	Agricultural technicians, Forestry technicians
	Ship and aircraft controllers and technicians, such as ships' engineers, deck officers, ship pilots, air traffic controllers, aircraft pilots
	Health associate professionals such as medical and dental technicians, laboratory technicians, nursing associate professionals, veterinary technicians and assistants, community health workers, ambulance workers
	Business and administration associate professionals, such as finance dealers and brokers, credit and loans officers, insurance representatives, sales and purchasing agents, real estate agents and property managers
	Administrative and specialized secretaries such as office supervisors, legal secretaries, medical secretaries
	Legal, social, cultural and related associate professionals, religious associate professionals, athletes, sports coaches, photographers, decorators, library and museum technicians, chefs
4	Information and communications technicians, such as user support technicians, web technicians, broadcasting technicians.
	<b><u>Clerical support workers</u></b>
	Office clerks, general secretaries, customer service clerks, bank tellers and clerks, debt-collectors
	Client information workers, such as travel consultants and clerks, telephone operators, receptionists,
	Travel consultants and clerks
5	Data entry clerks, data entry operators
	Accounting and bookkeeping clerks, payroll clerks, stock clerks, mail carries, filing clerks
	<b><u>Service workers</u></b>
	Travel attendants, conductors and guides
	Call center operators
	Cooks, waiters, bartenders
	Hairdressers, beauticians and related workers
	Building and housekeeping supervisors, building caretakers
	Domestic housekeepers, Cleaning and housekeeping supervisors in offices, hotels and other establishments
	Fortune tellers, undertakers, pet groomers, animal care workers, driving instructors
	Personal care health workers, health care assistants, child care workers, teachers' aides
	Firefighters, police officers, prison guards, security guards



6	<b><u>Sales workers</u></b>
	Street and market salespersons, shopkeepers, shop supervisors, sales assistants, sales demonstrators
	Cashiers and ticket clerks
	Fashion and other models
	Door to door salespersons, contact center salespersons
	Service station attendants
	Food service counter attendants
7	<b><u>Skilled agricultural, forestry and fishery workers</u></b>
	Market gardeners and crop growers
	Animal and poultry producers, dairy producers,
	Market-oriented skilled forestry, fishery and hunting workers
8	<b><u>Constuction, Craft and related trades workers</u></b>
	Building and related trades workers, such as carpenters, bricklayers, masons, plumbers, roofers, plasterers, painters
	Metal, machinery and related trades workers
	Sheet and structural metal workers, moulders and welders
	Blacksmiths, toolmakers and related trades workers
	Electrical and electronics trades workers
	Machinery mechanics and repairers
	Handicraft workers such instrument makers, potters, jewellery workers, workers in wood, basketry, textiles and leather, sign writers, decorative painters
	Printing trades workers
	Food processing, wood working, garment and other craft and related trades workers. Bakers, butchers, pastry cooks
	Tobacco preparers and tobacco products makers
	Wood treaters, cabinet-makers and related trades workers
	Garment workers, tailors, dressmakers, shoemakers, upholstery workers
	Underwater divers, blasters, fumigators and other pest controllers

9	<b><u>Plant and machine operators, and assemblers, Drivers</u></b>
	Mining, mineral and stone processing plant operators, miners
	Well drillers and borers and related workers
	Cement, stone and other mineral products machine operators
	Metal processing and finishing plant operators
	Chemical and photographic products plant and machine operators
	Rubber, plastic and paper products machine operators
	Textile, fur and leather products machine operators
	Food and related products machine operators
	Wood processing and papermaking plant operators
	Other stationary plant and machine operators
	Assemblers
	Locomotive engine drivers and related workers
	Car, van and motorcycle drivers, bus drivers, lorry drivers
	Mobile plant operators such as earthmoving operators, crane operators
	Ships' deck crews and related workers
10	<b><u>Elementary occupations</u></b>
	Domestic, hotel and office cleaners and helpers
	Vehicle, window, laundry and other hand cleaning workers
	Agricultural, forestry and fishery labourers
	Labourers in mining, construction, manufacturing and transport
	Transport and storage labourers
	Food preparation assistants
	Street and related sales and service workers
	Street vendors (excluding food)
	Refuse workers and other elementary workers
	Messengers, package deliverers and luggage porters
	Odd job persons
	Meter readers and vending-machine collectors
	Water and firewood collectors